

Applying for Factory Built Fireplace Permits on the Internet

- Go to the DSI website at <http://www.stpaul.gov/dsi>
- Click the **Online Permits** button at the bottom left of the DSI Main Page – the **Minimum Requirements** page will open.
- If you met the minimum requirements, then click on the **Permits Online** logo (picture of a city skyline) and the **City of Saint Paul Permits Online** page will open (see image below).
- Click on **Apply for a Permit**.



- The **Login** page will appear next (see next page).
- There are several options available on this page but if you have already registered, then type in your **email address** and **password** in the appropriate input boxes and click the **Login** button
- If you have not registered yet, click on the **Register Now** button and follow the directions to do so. **You must be registered with our Online Permit system in order to apply for a permit.**
- If you have forgotten your password, input your email address in the appropriate box and then click the **Recover My Account** button.

The City of Saint Paul
Minnesota's Capital City
www.saintpaul.org 651.201.9500

Permits Online

[Map](#) [Info](#) [Main](#) [City Contact](#) [Web Contact](#)

LOGIN

Your first visit to Saint Pauls Permits Online?	Already registered at Permits Online?	Forgot your login or password ?
Register Now	Email Address: <input type="text"/> Password: <input type="password"/> Login	Recover My Account
<p>Welcome. Click here to register at Permits Online. Registration is free.</p>	<p>Welcome back. Enter your email address and password you created for yourself.</p>	<p>Click here for help recovering your Permits Online account. Make sure you have your email address in the input box before pressing the "Recover My Account" button above.</p>

[Move Top](#)

- The **Permit Type** page will be the next page to open once you have logged in. Select the permit type you wish to apply for by clicking on it here.

[Map](#) [Info](#) [Main](#) [City Contact](#) [Web Contact](#)

Permit Type

Select a permit type	Building Permit	Please select a permit type from the list of options in the center.
	Electrical Permit	
	Mechanical Permit	
	Plumbing/Gasfitting/Inside Water Piping	
	Stucco/Plaster	
	Warm Air, Ventilation and General Sheet	

[Move Top](#)

- To do a **Fireplace Permit**, you will need to choose **Mechanical Permit** from the available options. Once chosen, the **Permits Online** page will open.

Permits Online

Permit Type: Mechanical Permit

Please Select One Sub Type:

- Dual Fuel Gas
- Dual Fuel Oil
- Factory Built Fireplace
- Gas
- Oil
- Other Fuels
- Other Piping Systems
- Refrigeration
- Steam or Hot Water
- Tank Installation

Please Select One Type of Work:

- Commercial New
- Commercial Replace
- Residential New
- Residential Replace

Proceed

Move Top

- As you can see above, **Mechanical Permit** appears in red as the **Permit Type**.
- Next, select the **Sub Type** and **Type of Work**. (New is for a new structure, Repair/Alter is used for repair of an existing device, and Replace is used for replacing an existing device or adding a new device.)
- Click the **Proceed** button once you have highlighted your choices.

Selected Permit Details

Permit Type: Mechanical Permit

Sub Type: Factory Built Fireplace

Work Type: Residential Replace

Please choose Job Site address

House Number:

Street Name:

When entering the Street Name in the above input box, please do not include street type (St., Ave., Blvd) or street direction (N, S, E, W).

Move Top

- The next page is for you to enter in the address of the job site.(see above image)
Type the house number and street name in the appropriate input boxes. **Please note that you only have to put in the name. You do not need to include street directions or street types like Ave, Blvd, N, or S.**
- If you need help spelling the street name, click **Pick a Street** button. This will display a second screen that will allow you to pick the first letter of the street name and then pick the actual street name from a list.
- The **Selected Permit Details Verification** page will appear next.(see below)

- On this page, you are able to review all of your choices for **Permit Type**, **Sub Type**, and **Work Type**.
- You will also want to double check to make sure you choose the correct **Job Site Address** as well.
- Once done, click the **Proceed** button.
- The following page is the **Permits Online Detail/Application** page.
- This is a list of what is expected to be entered on this page.
 - *Description of Work:* Enter a short description on what you will be doing.
 - *Location:* Enter the location on the property where the work will be done.
 - *Owner's First/Last Name:* Enter the owner's name, first then last.
 - *Owner's Address:* Enter the owner's street address, even if it is the same as the job location.
 - *Owner's City/State/Zip:* Enter the owner's address, even if it is the same as the job location
 - *Owner's Phone # w/ Area Code:* Enter the owner's complete telephone number.
 - *Penalty Fee:* If the Inspector has notified you that a penalty fee is required, change this to Yes.

- *# of Dwelling Units*: Change this number if there are more than 1 dwelling units at this address.
- *Estimated Value of Work*: Enter the estimated value of the work. **Do not use dollar signs, commas or periods.**
- *Estimated Start Date*: Click on the calendar icon, or enter as MM/DD/YYYY.
- *Estimated Completion Date*: Click on the calendar icon, or enter as MM/DD/YYYY.
- *Fireplace Type*: Choose the fireplace type.
- *Fixture Description*: (Fill in based on the sub type you chose.)
- *Fixture Type*: Enter the manufacturer name.
- *Fixture Size*: Enter the BTUs or other size determiner of the unit(s). **Do not use commas or periods.**
- *Fixture Unit*: Change this if the size is determined by something other than BTUs.
- *Fixture Quantity*: Enter the quantity of unit(s).
- *Fixture Remarks*: Enter the model information of the unit(s).

Map Info Main City Contact Web Contact

Selected Permit Details

Permit type	Mechanical Permit (Factory Built Fireplace; Residential Replace)
Rapid Service Number	196409
Job Site	1116 RANDOLPH AVE
Application Date	2006/06/28 09:54:41 E.S.T.
Description of work	
Location	

Application Form

Form Details

Owner's First/Last Name:

Owner's Address:

Owner's City/State/Zip:

Owner's Phone # w/Area Code:

Penalty Fee:
☐ Yes ☒ No

of Dwelling Units:

Estimated Value of Work:

Estimated Start Date:

Estimated Completion Date:

Fireplace Type:

Fixtures

Description	Type	Size	Unit	Quantity	Remark
Factory Built Fireplace	<input type="text"/>	<input type="text"/>	BTU <input type="text"/>	<input type="text"/>	<input type="text"/>
Factory Built Fireplace	<input type="text"/>	<input type="text"/>	BTU <input type="text"/>	<input type="text"/>	<input type="text"/>
Factory Built Fireplace	<input type="text"/>	<input type="text"/>	BTU <input type="text"/>	<input type="text"/>	<input type="text"/>
Factory Built Fireplace	<input type="text"/>	<input type="text"/>	BTU <input type="text"/>	<input type="text"/>	<input type="text"/>
Factory Built Fireplace	<input type="text"/>	<input type="text"/>	BTU <input type="text"/>	<input type="text"/>	<input type="text"/>
Factory Built Fireplace	<input type="text"/>	<input type="text"/>	BTU <input type="text"/>	<input type="text"/>	<input type="text"/>

Submit

Submit the Application

Once you have filled out the required information, please click the 'Proceed..' button.

Move Top

- Click **Proceed** at the bottom of the screen when you have entered all the necessary information.

- The next page is the **Balance Due** page. (see below image). This page allows you to go back and make any changes to the information you placed on the previous page. To do so, simply click the button that has the address labeled on it.
- If all the information is correct, press the **Finish** button.

Permits Online

Permit List

ADDRESS	BALANCE
1116 RANDOLPH AVE	\$58.50
Total Due:	\$58.50

The online portion of your application is complete. If you want to review or edit the information regarding this permit, click the relevant address button above.

Upon review of your application, any applicable additional fees will be applied. Total permit fees will be available upon issuance of the permit.

[Finish](#)

[Move Top](#) ▲

- When you are finished applying for a permit, the following page will appear acknowledging your application and giving you options from there.

Thank You!

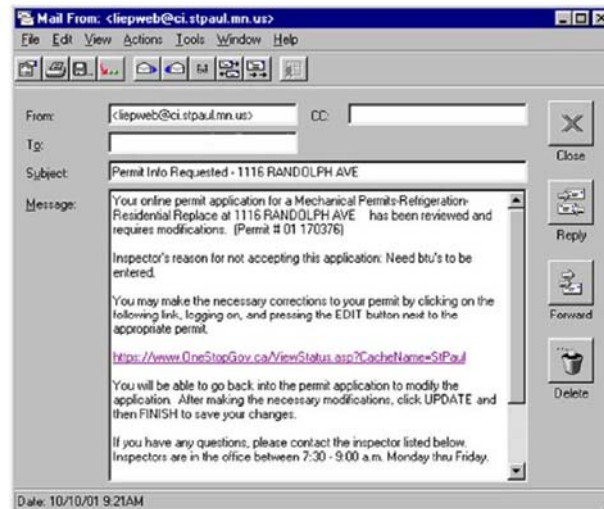
Thank you for applying for a permit. Your application will now be reviewed by City staff. You will be contacted by email with any questions, application modification requirements, or when your application is approved.

Please press the Main button above to apply for another permit. Click on the link below to view status of my (your) permits. To log off close this browser.

[View status of my permits](#)

[Move Top](#) ▲

- All Mechanical Permits must be reviewed and approved by appropriate City Staff before they can be issued. Payment is not due until the permit is approved. If further information is required, you will receive an email similar to the following:



- The information needed to process your permit application is in the second paragraph, "Inspector's reason for not accepting this application". In this example, the inspector is requesting that the BTUs be entered.
- When you click on the link in the email, the **Login** page will open. Enter your email address and password and press the **Login** button. The **Permit Status** page will then appear.

Map Info Main City Contact Web Contact

Status

Approved to Pay:
The inspector has approved the permit and the customer can pay for the permit.

Customer Review:
The customer needs to make modifications (requested by the inspector) to the permit application.

Finalized:
The issued permit has been finalized by the inspector. Final inspection is complete.

Inspected:
The issued permit has had at least one inspection done, but final inspection is not yet complete.

Internet Pending:
A new permit application or modified permit application waiting for inspector approval.

Pending:
The permit application was not submitted online, but was sent through the mail, faxed or delivered to the Office of License, Inspections and Environmental Protection. The permit application is waiting for approval by city staff.

Rejected:
The permit application has been rejected by the inspector. An email is sent to the contractor telling them their permit application has been rejected.

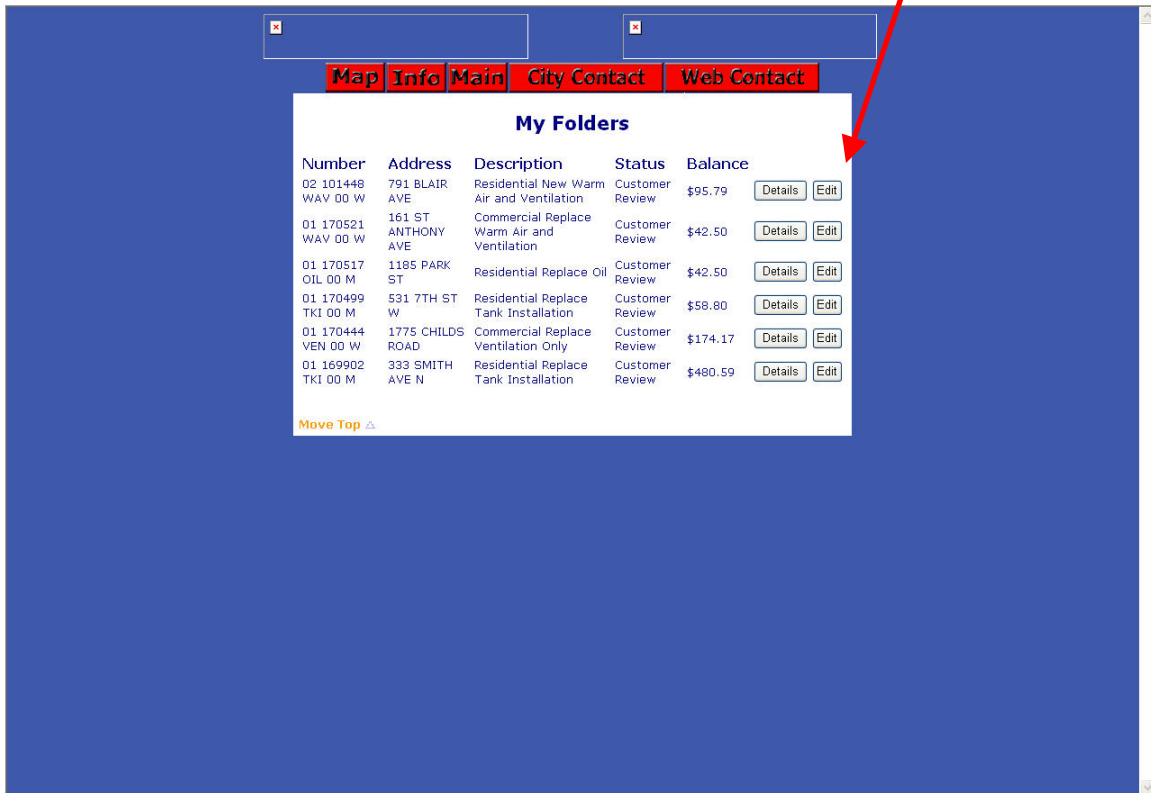
Under Review:
The permit application is under review by the inspector. The inspector has not requested modifications to the permit application.

Permit Status

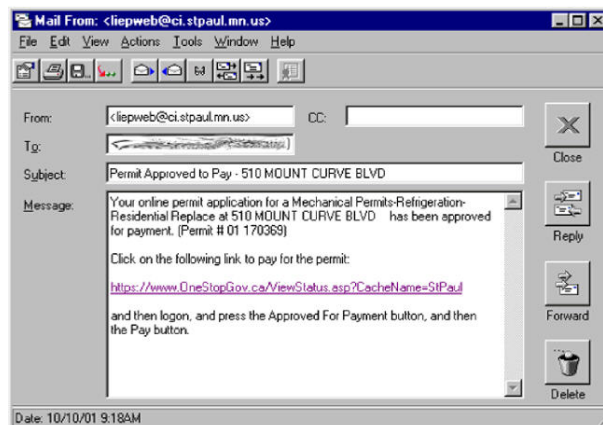
Status	Number of Permits
Active/Issued	177
Approved	2
Approved To Pay	1
Canceled	6
Customer Review	6
Finalized	121
Inspected	22
Internet Pending	23
Pending	21
Red Tagged	1
Rejected	15
Under Review	2
Withdrawn	3
ALL Permits	400

Move Top ▲

- This page displays the current status of all the permits that you have applied for. When you are required to make corrections to an application, you must click on the **Customer Review** button.
- The next page to appear is the **My Folders** page. This page displays all permits that you need to review and fix before the application process can continue. To make changes to a permit application, you must push the **Edit** button to the right of the permit



- From here, the **Permits Online Detail/Application** page will appear and you can fill in the necessary information.
- Once the permit is approved, you will receive an email similar to the following:



- When you click on the link, the **Login** page will appear. Once you have entered your email address and password in the appropriate boxes, the **Permit Status** page will open. From here, you would want to click on the **Approved to Pay** button.
- The **My Folders** page should appear again displaying all of the permits you are able to pay for. Using the check box(es) on the left hand side, choose which permit(s) you wish to pay and then click on the **Pay Selected Permits** button.

Selected Number	Address	Description	Status	Balance
<input checked="" type="checkbox"/> 05 003577 NEW 00 B	735 WHITE BEAR AVE N	New Commercial	Approved To Pay	\$388.98
<input checked="" type="checkbox"/> 03 102977 000 00 PG	1145 BEECH ST	Residential Replace Gasfitting Only	Approved To Pay	\$224.50

Pay Selected Permits

Move Top ▲

- The **Billing Information** page will be the next to open. It is here that you can enter in information about you and your credit card. (You can only pay online with a credit card.) When entering the credit card number, please use digits only. Do not use spaces and/or dashes. When finished, click on the **Pay** button.

The City of Saint Paul
Minnesota's Capital City

Permits Online

Billing Information

Note: Please fill out the following billing information. Once submitted, the verification process will take a few moments. Once the payment is approved, a receipt will be posted on the screen. We strongly advise you to print that receipt for future reference. When entering the Credit Card #, please enter DIGITS ONLY. You do not need dashes and/or spaces.

Total Due: \$69.16

Card Type:

Card Number:

Card Expiration (MM/YY):

Name:

Address:

City:

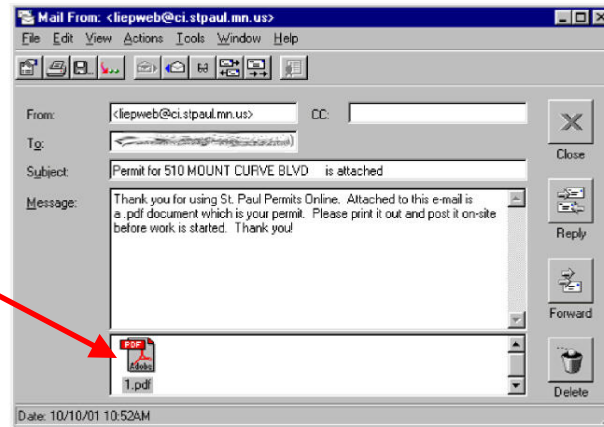
State:

Zip:

Country:

Move Top ▲

- The **Receipt** page will then appear. You should print this page out for your records as it is your payment receipt. If the transaction continues properly, you will receive your permit via email soon after. If you have any issues with the email and/or permit, please contact DSI at dsiweb@ci.stpaul.mn.us.



Thank You for applying for your permits online!